

CACFP Recordkeeping Requirements

The following details recordkeeping requirements for the new CACFP meal pattern and documentation that must be kept on file. These apply to ALL Programs.

Menus

The following must be documented on menus:

MILK: Type of milk for each age group served. This includes listing the fat content (e.g. whole, low-fat or 1%, and fat-free or skim) **and** if the milk is flavored.

Examples: Whole milk is served to children age 1

1% milk is served to children ages 2 and older

Chocolate fat-free milk is served to children ages 6 and older

GRAINS:

- Whole Grain or Whole Grain-Rich Items:** Must be identified.

Write next to the grain item:

- Whole grain OR WG
- Whole grain-rich OR WGR
- Grains like quinoa, brown rice, oatmeal, etc. do not need to be identified as WG or WGR

- Cereals:** The specific name of cereal(s) must be written.

Note: A cereal that is at or below sugar requirements may not necessarily be a Whole Grain or Whole Grain-Rich Item, but still may be served as the grain item

BREAKFAST
WG Cheerios
Raspberries
1% milk

LUNCH

Parmesan chicken
WG Noodles
Roasted Carrot Coins
Blueberries
1% milk

FRUITS AND VEGETABLES: The specific fruit and/or vegetable(s) served at each meal and snack must be recorded on menus filed with the claim.

LUNCH / SUPPER

Halibut
Roasted eggplant
Apples
Brown Rice
1% milk

LUNCH / SUPPER

Halibut
Veg
Fruit
Brown Rice
1% milk

**Not
specific**

Documentation

The following must be kept on file for the actual items served:

In addition to keeping one or more of the below on file, it is recommended that agencies create lists of whole grain-rich items, cereals, yogurts, and tofu that meet CACFP requirements and are being served. Lists may be used as a reference to know what items to purchase.

Whole Grain-Rich Items:

1. Product package that identifies the item as a **whole grain** (ex. Brown Rice, 100% Whole-Grain label)



2. Product package with ingredient list that shows a **whole grain** as the primary ingredient by weight
 - A **whole grain** is the primary ingredient if listed as the first ingredient, or second after water

Note: If the primary ingredient is not a whole grain, proper documentation from the manufacturer or a standardized recipe is required.

Ingredients: Whole-wheat flour, water, enriched unbleached wheat flour, yeast, sugar, wheat gluten.

3. Product package with food label displaying one of the **FDA whole grain health claims**

Health claim wording must match exactly as below. *There are some health claims with slightly different wording and do not meet the requirements for being a whole grain item*

"Diets rich in whole grain foods and other plant foods and low in total fat, saturated fat, and cholesterol may reduce the risk of heart disease and some cancers."

"Diets rich in whole grain foods and other plant foods, and low in saturated fat and cholesterol, may help reduce the risk of heart disease."

4. Recipe that includes all ingredients and identifies grain ingredient amounts by weight or volume
5. Child Nutrition (CN) label or product formulation statement from manufacturer to identify entrees as whole-grain rich

Cereal and Yogurt (for sugar amounts), and Tofu: Keep actual package, picture, or a copy of the product package including the name of item and Nutrition Facts Label.

Financial Recordkeeping

Non-creditable foods are unallowable costs. They cannot be included in your CACFP food costs, even when served as an extra with a reimbursable meal/snack. **Non-creditable foods must be paid for with another funding source.** Examples include:

- Grain-based desserts (ex. Graham crackers, granola bars, cookies)
- Combination food items (ex. store bought pizza, chicken nuggets) not supported with a CN label or production formulation statement
- Other non-creditable food items (ex. Ice cream, gelatin, pudding, popcorn, bacon, potato chips, etc.)

Sugar in Yogurt and Cereal

YOGURT

- **CHART:** Use chart to determine if amount of sugar in yogurt is less than or equal to limit

| Serving Size (OUNCES) | Serving Size (GRAMS) | Sugar Limit Sugars Cannot be More Than: |
|--------------------------|-------------------------|--------------------------------------------|
| 2.25 ounces | 64 grams | 8.5 grams |
| 4 ounces (1/2 cup) | 113 grams | 15 grams |
| 5.3 ounces | 150 grams | 20 grams |
| 6 ounces (3/4 cup) | 170 grams | 23 grams |
| 8 ounces (1 cup) | 227 grams | 30.5 grams |

- **CALCULATION:** If yogurt serving size is not listed above, calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams or ounces):

$$\frac{\text{Sugar (grams)}}{\text{Serving Size (grams or ounces)}} =$$

When yogurt is in GRAMS:
Number must be **0.135 or less**

When yogurt is in OUNCES:
Number must be **3.83 or less**

CEREAL

- **CALCULATION:** Calculate sugar threshold by dividing the amount of sugar (in grams) by the serving size (in grams):

$$\frac{\text{Sugar (grams)}}{\text{Serving Size (grams)}} = \longrightarrow$$

Number
must be
0.21 or less